



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

June 8, 1966

ADMINISTRATIVE INSTRUCTION NO. 58 (Revised)

SUBJECT: Printing and Reproduction Services

References: (a) DepSecDef memo, "Transfer of the Office of the Secretary of Defense Reproduction Function to the Defense Printing Service - Washington, Department of the Navy," October 2, 1965

1. PURPOSE

The purpose of this Instruction is to establish guidelines and procedures and to outline responsibilities relating to printing and reproduction services and to prescribe the use of the Defense Printing Service Requisition - Short Form, DD Form 283.

2. POLICY

All printing and reproduction will be accomplished by Defense Printing Service - Washington, except as herein provided. Copy machines available in offices may be used to reproduce copies of material when time, cost, or an emergency precludes using the services of Defense Printing Service - Washington. Normally, copy machines located in offices should not be used for duplicating more than 15 copies unless otherwise specifically authorized.

3. SCOPE

This Instruction applies to the Office of the Secretary of Defense, other activities assigned to OSD for administrative support, and the Organization of the Joint Chiefs of Staff. Printing and reproduction services previously authorized through activities

other than Reproduction Section, Facilities and Services Division, OASD (Administration), transferred by reference (a), are excluded.

4. RESPONSIBILITY

4.1. The Requesting Activity is responsible for:

4.1.1. Determining the need for printing or reproduction.

4.1.2. Obtaining necessary coordination and clearances of material to be printed; this includes consideration of security, copyrights and proprietary rights.

4.1.3. Ensuring that the material to be reproduced is properly prepared and that DD Form 283 is correctly filled out.

4.1.4. Controlling changes to material submitted for printing and ensuring that changes desired can be accommodated within fund limitations. Information on fund limitations may be obtained from the OSD Branch, Defense Printing Service - Washington.

4.2. The Facilities and Services Division, OASD(A), is responsible for acting as the Office of the Secretary of Defense central liaison point on all printing and reproduction matters.

4.3. The OSD Branch, Defense Printing Service - Washington (DPS-W) is responsible for:

4.3.1. Analyzing requirements and determining method of reproduction.

4.3.2. Insuring that cost estimates and proper fund certifications are placed on requisitions.

4.3.3. Accomplishing reproduction and other work that is within the capability of the branch to perform.

4.3.4. Preparing forms and necessary coordination of the forms for work that will be done in DPS-W or the Government Printing Office.

4.3.5. Controlling all OSD printing and reproduction work from receipt of the DD Form 283 to completion of the work.

5. PROCEDURE: General

OSD funds are charged for all printing work and related services performed by Defense Printing Service - Washington and the Government Printing Office. Prior to changing material submitted or arranging for services from DPS-W or GPO on material being processed, such as on-site editing, special type setting, etc., consideration should be given to fund obligations incurred through the ordering and acceptance of changes and/or services. Further, an estimate of the cost of changes and/or services will be added to the requisition or a separate requisition may be issued.

5.1. The Requesting Activity:

5.1.1. Will, upon determination that reproduction is required, complete DD Form 283 in single copy only, unless the Requesting Activity desires to retain a duplicate copy for its files.

5.1.2. Will obtain necessary internal approvals that have been established in major components for the work to be accomplished.

5.1.3. Will obtain necessary art and graphics work from the Graphics and Presentations Branch, Facilities and Services Division, OASD (Administration).

5.1.4. Will forward the DD Form 283 with the material to be duplicated or printed to the OSD Branch, DPS-W, Room 3A-1037. The OSD Branch, DPS-W, is open until midnight. Reproduction or printing required after this time on work that must be completed by the following day will be accomplished by the main plant of DPS-W. This work will be delivered with a DD Form 283 to Room BD-862 (Stairway 84), Extension 53616. After 0030 Saturdays (and on holidays) until 2300 Sunday, arrangements for printing can be made by calling the DPS-W Security Branch, Ext. 55523, Room BE-847.

5.2. The OSD Branch, DPS-W:

5.2.1. Upon receipt of the DD Form 283 will analyze the requirement and determine the method to be used to print the material.

5.2.2. Will estimate the cost of the work requested and obtain necessary fund certifications.

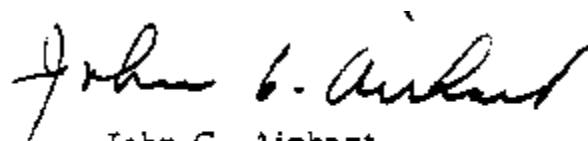
5.2.3. Will accomplish reproduction of work within their capability.

5.2.4. Will prepare necessary requisitions and coordinate with Defense Printing Service - Washington for work to be done by that organization or by or through the U.S. Government Printing Office.

5.2.5. Will provide finished work to the Requesting Activity.

6. EFFECTIVE DATE

This Instruction is effective July 1, 1966.


John C. Airhart
Deputy Assistant Secretary